

## First Time Logging-In to FI\$Cal – Job Aid:

FI\$Cal Users will log-in to FI\$Cal with the following web address: [www.fiscal.ca.gov](http://www.fiscal.ca.gov) and select “ACCESS FISCAL” located in the upper-right of the screen.



ACCESS FISCAL will display the log-in button, titled “Log-In to FI\$Cal” – select it.



The “Log-In to FI\$Cal” button brings up the main FI\$Cal log-in screen for Users to enter their User ID and Password. User IDs are made up of the User’s first and last name @ department/agency (Business Unit acronym). The initial password will be the one provided to the User by the FI\$Cal Tech Team.

ORACLE®

PEOPLESFT ENTERPRISE

User ID: john.doe@alrb

Password: ●●●●●●●●

Sign In

Select a Language:

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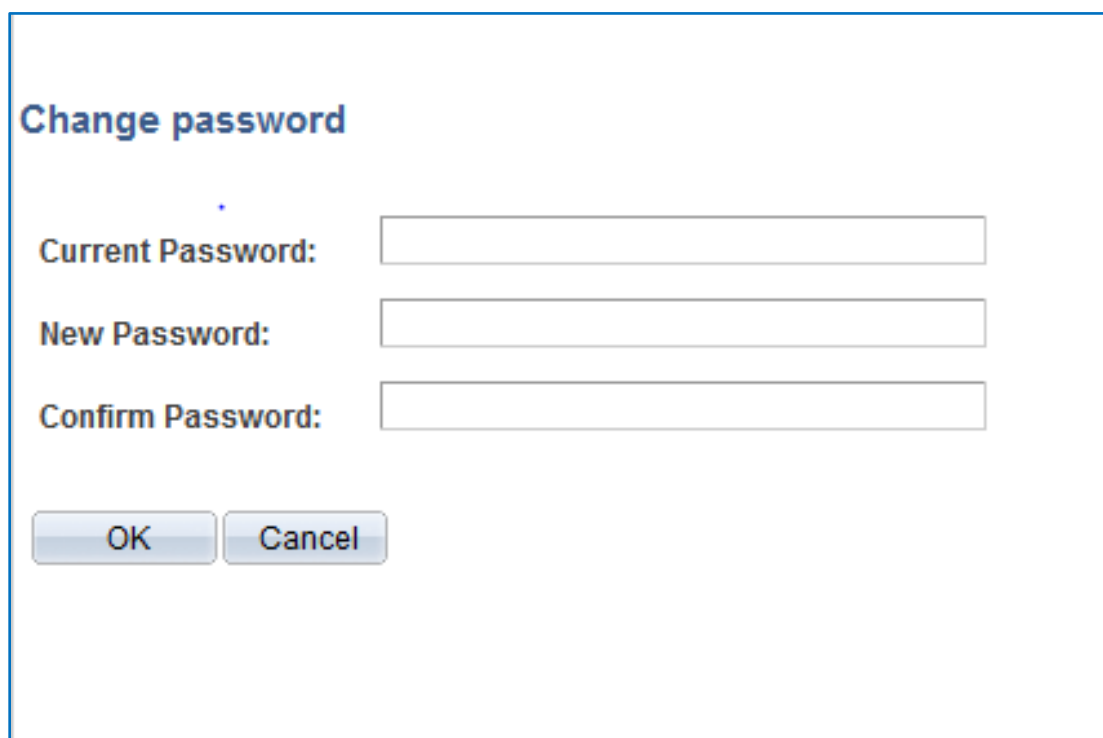
[UK English](#)

The first time a User logs-in to FI\$Cal, an initial message informs them their 'password has expired' – as shown below. This is a security feature prompting the User to create a personal password. Select "[Click here to change your password](#)".



A Change Password screen appears. Re-enter the original password provided by the FI\$Cal Tech Team in the “Current Password” field, and enter a personal password in the fields below. Passwords must be configured of the following:

- A minimum of 8 characters;
- At least one upper case letter,
- At least one number,
- At least one special character

A screenshot of a 'Change password' dialog box. The title 'Change password' is in blue text at the top left. Below it, there are three input fields with labels: 'Current Password:', 'New Password:', and 'Confirm Password:'. Each label is in bold black text. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel', both in a light blue box with rounded corners.

**Change password**

**Current Password:**

**New Password:**

**Confirm Password:**

Once the User has logged in and created a personalized password, the new password will be good for 90 days.

Passwords can also be changed by the User at any time by accessing the path below:

**Main Menu>My System Profile>General Profile Information Page>Change password link**

For additional help with Passwords, please contact the FI\$Cal Service Center at:

**1-855-FISCAL0 or 1-855-347-2250**